

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

REGULAR SCHOOL BOARD MEETING: March 5, 2001 - 7:30 p.m. at the **Homer High School, Homer, AK.**

SCHOOL BOARD MEMBERS: Ms. Deborah Germano, President
Mrs. Sammy Crawford, Vice President
Mrs. Debra Mullins, Clerk
Mr. Joe Arness, Treasurer
Dr. Nels Anderson, Member
Mr. Al Poindexter, Member
Sandra Wassilie, Member
Sara Hart, Student Representative

Work Sessions/Open Forum

1:30 p.m. Student Activities Update

2:15 p.m. FY 02 Budget

3:30 p.m. [Long Range Planning](#)

7:00 p.m. Open Forum

A-G-E-N-D-A

1. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/National Anthem/Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes/[February 19, 2001](#)
2. School Reports
 - a. West Homer Elementary – Mr. Rick Ladd
 - b. Homer Flex – Karen Wessel
3. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
4. Hearing of Delegations
5. Communications and Petitions
6. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
7. Awards and Presentations
 - a. Carolyn Venuti, District Golden Apple Award
 - b. Kurt Racicot, District Vocational Education Instructor of the Year
 - c. Gail Thomas, Barbara Berger Award for Excellence in Health Education
 - d. Ceil Manchester, Golden Apple Award
8. Superintendent's Report

9. Reports

- a. [2001-2002 Budget Presentation – Mr. Hickey](#)
- b. Board Reports

10. Action Items

a. Consent Agenda

- (1) Approval of [New Teacher Assignments 2000-2001](#)
- (2) Approval of [Leave of Absence Request - Support](#)
- (3) Approval of [Long-Term Substitute Teacher Contract](#)
- (4) Approval of [Resignation](#)
- (5) Approval of [Bond Package Project Designers](#)

Human Resources

- b. Approval of [Administrator Appointment](#)
- c. Approval of [Request for Sabbatical](#)

Operations and Business Management

- d. Approval of [BP 4132, 4232, 4332, Publication or Creation of Materials](#)
- e. Approval of [BP 3522.6, Violent and Aggressive Conduct](#)
- f. Approval of [BP 3522.5, Campus Disturbances](#)
- g. Approval of [BP 1313, Willful Disruption of the School](#)
- h. Approval of [BP 3313, Contracts, Leases and Agreements](#)

11. First Reading of Policy Revisions

12. Public Presentations

13. Board Comments

14. Executive Session

15. Adjourn

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Kenai Peninsula Borough School District Long Range Plan

2/22/01

Goal#1: KPBSD will employ high quality, research-based programs and practices to assist each student in reaching his/her highest personal potential.

Action Step 1. Use comprehensive, integrated curriculum and targeted instructional practices so that students have the opportunity to learn clearly defined skills, knowledge, and attitudes at designated levels.

- A. Grades K-2 focus on literacy
- B. Grades 3-5 focus on math: computation, problem-solving, and application; with continued work on literacy (reading/writing)
- C. Grades 6-8 focus on science and social studies with academic rigor in all core areas
- D. Grades 9-12 comprehensive focus with options tied to student interest and skills
 - 1. Foundational skills as minimum target--reading, writing, math, social studies
 - 2. Vocational Opportunities
 - 3. World language instruction
 - 4. Advanced placement course offerings
 - 5. Arts
 - 6. Health/PE
 - 7. Civics/Ethics
- E. Communicate curricular expectations and skill levels to parents

Action Step 2: Develop and expand use of student achievement data at the parent, classroom, site, and district level to improve student learning in all areas.

- A. Early assessment (school entry) developmental profile
- B. Consistent year to year assessment data to chart progress
- C. Individual student achievement assessed using multiple measures
- D. Demonstrated skills and knowledge base before moving to next level
- E. Standards-based report card reflecting student performance in targeted knowledge and skills
- F. Easy access to student achievement data by teachers, parents, students and administrators
- G. Communication and review of student achievement data with parents in understandable form

Action Step 3: Increase the instructional strategy knowledge base of staff to meet the broad variety of student needs.

- A. Opportunity for teacher mentoring and collaboration
- B. Extensive implementation period and professional development following curriculum adoption
- C. Training in differentiated instruction and learner-centered instruction (learning styles) for all certified staff
- D. Opportunities for vertical and horizontal teaming within and between schools

Action Step 4: Expand student options for learning.

- A. Distance delivery
- B. Vocational opportunities through partnerships
- C. Additional dual credit classes with KPC
- D. Advanced placement courses
- E. Connections program coursework available for all students
- F. Extended learning for kindergarten students
- G. After school and summer programs
- H. Alternatives to current school structures, attendance options and schedules that address diverse needs and expectations

Action Step 5: Create “safety nets” to engage students and assure the opportunity for success for all.

- A. Further develop instructional/curricular “safety nets”
 - 1. Support of activities/competitions for academics and recreation
 - 2. Support of student government and youth court
 - 3. Enhance regular instruction with supplemental programs
 - 4. Create skill based and vocational endorsements for students
 - 5. Create and implement healthy lifestyles curriculum
 - 6. Provide for collaboration among teachers
 - 7. Insure that every student has an identified school advocate
 - 8. Recognize the strengths of each student
- B. Continue and expand school/district/community “safety nets”
 - 1. Breakfast programs
 - 2. Regular and consistent communication with parents, especially regarding student progress
 - 3. Building level intervention teams
 - 4. Student assistance programs
 - 5. Counseling and nursing services for students at all levels
 - 6. Community based youth activities—before/after school

7. Professional development for at-risk, classroom management
8. Quality student/teacher relationships
9. Partnerships for preschool and early school success
10. Seamless network of school and community assistance

C. Develop parent corps

1. Involve parents and community in instruction and intervention
2. Community-based tutoring programs
3. Training opportunities to facilitate this idea at a site level
4. Assistance for parents to help students at home
5. Awareness of issues: drugs, behavior, homework, etc.

D. Prepare parents/students for transitions between grades levels and between schools

Action Step 6: Prepare students for the world beyond school.

A. Develop basic job skills

1. Immerse work ethic and personal responsibility in course work
2. Include workforce development courses included in graduation expectation
3. Provide sufficient resources for vigorous vocational programs
4. Develop job shadowing, internships, apprenticeship, mentoring opportunities

B. Provide opportunities and guidance in the development of character, values and citizenship

1. Improve school climate (aspirations/assets)
2. Allow community service credit for volunteer student projects
3. Develop student discipline options including social skills intervention
4. Emphasize ethics in daily lives and curriculum
5. Understand situations, decisions and their consequences
6. Prepare students for the world in which THEY will live

C. Prepare for careers

1. Career exploration at K-8
2. Four year high school plan with courses matched to career goals
3. Scholarship resume and portfolio options for high school life
4. Post-secondary transition plan

D. Collaboratively develop a student educational plan to meet needs of identified students

1. Involve parent, student, and school in plan development
2. Implement intervention/remediation strategies for students not showing proficiency

Action Step 7: Provide staffing and resources at levels that ensure high quality programs

- A. Explore options for lower class size
- B. Provide adequate supply revenue
- C. Review principal/teacher responsibilities/expectations
- D. Pursue alternative funding options

Goal#2: KPBSD will exhibit high quality in all personnel, facilities, relationships and partnerships

Action Step 1: Assure recruitment, support, and retention of quality personnel.

- A. Provide competitive salaries and benefits for all employees
 - 1. Incentives for hard to fill or hard to retain positions, national certification, specialized services, and extra duties.
 - 2. Non-monetary compensation (tuition, leaves, flexible schedules)
- B. Raise performance standards and expectations for all employees
 - 1. Evaluate employees based on Alaska Standards for staff and administration
 - 2. Train all administrators in standards-based evaluation
- C. Provide district introduction and support of new employees
 - 1. Required training prior to beginning of contract
 - 2. Required initial technology level of training
 - 3. Overview and introduction into instruction and culture
 - 4. Mentoring relationships
- D. Provide high quality, close, convenient, creditable professional development for staff outside of the instructional day
 - 1. Expand use of technology for training
 - 2. Identify areas of need
 - 3. Narrowly define and focus training efforts
 - 4. Continue centralized review/calendar
 - 5. Maximize use of inservice days
 - 6. Expand partnerships to provide additional training opportunities
 - 7. Review career development process/instructional leave days to expand knowledge base for all

Action Step 2: Effectively utilize technology to a) support learning, b) improve educational programs and business processes, and c) provide community support

- A. Enhance the technology infrastructure to engage, enable, and empower

instruction.

1. Provide an internal structure and planning review process that is flexible enough to maximize outside funding sources such as e-rate
2. Continue partnerships with the Borough to maximize efficiencies
3. Provide a cost effective technology environment with adequate access and learning opportunities for all students
4. Enhance District Wide Area Network to handle the business and instructional needs of the district
5. Maximize use of video conferencing technology
6. Explore emerging technology in light of value they provide
7. Expand opportunities to utilize schools as the technology “hub” of the community
8. Expand student role in trouble shooting, repairing, and supporting technology at the site level
9. Assess and upgrade facilities to support technology growth

B. Maximize current and emerging technologies to make a positive difference in student achievement.

1. Develop distance deliver coursework to complement and supplement traditional course schedules
2. Provide continuous training to the instructional staff in use of technology as a valuable instructional too.
3. Integrate the K-12 sequence of technology skills into existing courses (i.e. spread sheet in 5th grade math)
4. Train all in responsible and ethical use of technology
5. Provide electronic access for parents to grades, student information
6. Provide easy access to electronic data throughout the system (integrate data bases)
7. Prepare students to function in the technological age.

Action Step 3: Develop and improve internal and external communications and partnerships with parents, business, and organizations.

A. Develop responsive communication plan (internal and external)

1. Internal
 - a. Assist employees in fulfilling their role as members of the district’s positive public relations team
 - b. Model positive and professional actions and communication
 - c. Conduct positive professional relationships with all news media
 - d. Minimize interruptions in classrooms/schools
 - e. Create easy transfers between central office department phones

- f. Promote efficient use of meetings/trainings
 - g. Improve data system integration
 - h. Expand utility of district's web site
2. External
- a. Maximize perception of responsiveness
 - b. Provide 800 number for outside of central peninsula calls
 - c. Browser based access to student information
 - d. Collaborate with community agencies, organization, businesses
 - e. Maximize use of e-mail to communicate with parents
- B. Develop multi-level, multi-format systems to ensure two-way communication for all constituents.
- 1. Utilize site councils as primary communication vehicle to/from district
 - 2. Balance use of technology with need for face to face meetings
 - 3. Use a variety of formats to disseminate and gather information about district issues
 - 4. Provide easy access for entire peninsula to board meetings
 - 5. Promote school, region, and district activities relating to parent and family involvement

Action Step 4: Provide facilities that are safe, welcoming, and efficient for students, staff, and the community.

- A. Each school climate will reflect and promote the physical and psychological well being of all school participants.
- 1. Staff and volunteer training in methods increasing the positive climate of an educational environment
 - 2. Civility will be maintained in all activities – interactions will strive for the positive
 - 3. A sense of belonging and pride will be a primary goal
 - 4. Critical incident plans will be prepared with appropriate levels of resource and training
 - 5. Prevention and intervention to reduce violence, intolerance, and harassment of students or staff
 - 6. Students will have positive role models in the school
 - 7. Students opportunities to practice citizenship skills by providing service to others
 - 8. All students, regardless of their racial or social group will have an equal opportunity to participate in activities that promote positive social behaviors
 - 9. Parents will be meaningfully engaged in school activities

B. Each facility will be physically safe and efficient in operations

1. Assure the entrance to each facility is welcoming and safe
2. Annually assess District facility needs as they relate to safety

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

February 19, 2001

SCHOOL BOARD MEMBERS:

Ms. Deborah Germano, President
Mrs. Sammy Crawford, Vice President
Mrs. Debra Mullins, Clerk
Mr. Joe Arness, Treasurer
Dr. Nels Anderson, Member
Mrs. Sandra Wassilie, Member
Mr. Al Poindexter, Member
Miss Sara Hart, Student Representative

STAFF PRESENT:

Mr. Patrick Hickey, Assistant Superintendent, Operations and Business Management
Dr. Ed McLain, Assistant Superintendent, Instruction
Mr. Todd Syverson, Assistant Superintendent, Human Resources

OTHERS PRESENT:

Mrs. Susanne Little	Mr. Jim White
Mr. Bruce Rife	Mr. Rick Matiya
Ms. Connie Wirz	Mrs. Lisa Quesnel
Mrs. Lana Syverson	Mr. Pete Sprague
Mr. Tate Syverson	Mr. Micah Reynolds
Mr. Chet Syverson	Mr. Paul Sorenson
Mrs. Cheryl Schweigert	Mrs. Cheryl Sotelo
Mrs. Sylvia Reynolds	Ms. Tammie Anderson
Mrs. Mary Kennedy	Mrs. Cathy Schmelzenbach
Mr. Justin George	Ms. Kristy Schmelzenbach
Mrs. Barb George	Mrs. Shana Loshbaugh
Mrs. Rosie Reeder	Mr. Chris Moss
Mr. Mark Leal	Mr. Sean Dusek
Dr. Gary Whiteley	Mrs. Pam Howard
Miss Sara Diamond	Mr. Tim Lybrand
Miss Danielle King	Mr. Justin Tumbaga
Mr. Ben Elachik	Mrs. Beth Kellie
Ms. Penny Card	Ms. Rita Smagge
Mrs. Sheryl Cook	
Others present not identified.	

CALL TO ORDER:

Ms. Germano called the meeting to order at 7:34 p.m.

PLEDGE OF ALLEGIANCE:

Ms. Germano invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Present
Mrs. Debra Mullins	Present
Mr. Joe Arness	Present
Dr. Nels Anderson	Present
Mrs. Sandra Wassilie	Present
Mr. Al Poindexter	Present
Miss Sara Hart	Present

APPROVAL OF AGENDA:

The agenda was approved with the removal of Item 10g., Approval of KPSAA Homer Baseball Decision and Item 11f., First Reading of BP5131.41, AR 5131.41 Violent and Aggressive Conduct.

APPROVAL OF MINUTES:

The School Board Minutes of February 5, 2001, were approved with a correction to the first paragraph of page 207; the references to Title IV were changed to Title IX.

SCHOOL REPORTS:

Mr. Paul Sorenson, Kenai Middle School principal, reported that the school has an enrollment of 441 students in Grades 6, 7, and 8 and that 32% of the student body takes advantage of the free and reduced lunch program which qualifies the school for Title I funds. He reviewed assessment scores through the use of a computer-generated presentation. He reported that the 2000-2001 school goal is to improve student mastery skills in math computation. He reported that the Kenaitze Indian Tribe provides a tutor for Alaskan Native students. He reported that the summer school provides instruction in math, reading and language arts for five weeks.

Mrs. Sheryl Cook, Central Peninsula Counseling Services school-based specialist, presented information on the family support program and noted that it began as a pilot program at Kenai Middle School. She explained that the overall goal of the school-based services is to assist students in Grades 6, 7, 8 be successful in the home, at school and in the community. She noted that consumers and students must qualify to meet mental health rehabilitation services requirements. She explained that family-support school-based services are available in the classroom one-to-one with students and in groups outside of the classroom. She said specialists also work in families' homes and in the community. She reported that the objectives and areas of concern addressed include communication skills, social skills, life skills, anger management, problem-solving skills, and the development of decision-making skills. She reported that the overall goal in the school is to help decrease absenteeism, detention, suspensions, expulsions, and increase overall academic successes by addressing student emotional needs. She noted that the Central Peninsula Counseling Services also provides a summer program. She concluded by reading the Starfish Slinger.

Dr. Anderson asked how many students were on the average wait list and what happens to the students on the list. She answered that she, CPCS and the principal determine whether each of the students qualify. She stated that the program has increased the use of individual service providers who work one-on-one or in small groups and the program is considering the possibility of hiring a second school-based specialist.

Ms. Kristy Schmelzenbach and Mrs. Schweigert introduced the GEAR UP Reading Program with the assistance of students Danielle King, Justin Tumbaga and Ben Elachik. Miss Schmelzenbach explained that the GEAR UP class is 90 minutes long and includes two teachers for three grade levels. She reported that students work on reading and writing standards through the use of Computerized Computer Corporation (CCC), participate in sustained silent reading and RAP (vocabulary, basic skills and strategy, and context reading) each for 20 minutes.

Mrs. Schweigert extended thanks to Mrs. Cathy Schmelzenbach for writing grants to fund the many assistance programs used at Kenai Middle School.

Mrs. Howard, part-time school nurse and student assistance program coordinator, explained the student assistance program. Miss Sara Diamond and Mr. Tim Lybrand, peer assistant leaders, conducted an activity with the Board and administration that demonstrated a lesson on being fair and resolving conflict.

SCHOOL REPORTS (continued):

Mr. Sorenson thanked the Board for their hard work and dedication and for making the District a better place to work.

PUBLIC PRESENTATIONS:

Mrs. Beth Kellie, Mrs. Mary Kennedy and Mrs. Lisa Quesnel, Nikiski Middle/High School PTSA representatives, presented the Board with gifts and sang a song expressing appreciation for the Board's work.

COMMUNICATIONS AND PETITIONS:

Mr. Syverson announced that KPSAA has notified the administration that the schools unanimously voted to retain high school wrestling during the fall season.

Mr. Rick Matiya, read the following into the minutes: "Resolution 001-01, Title IX, Indian Education Parent Advisory Committee, Kenai Peninsula Borough School District.

Whereas, United States Federal Government Title IX – Indian, Native Hawaiian, and Alaska Native Education Act finds; 'Since the date of the enactment of the initial Indian Education Act, in 1972, the level of involvement of Indian Parents, in the planning, development, and implementation of educational programs that affect such Parents and their Children has increased significantly, and schools should continue to foster such involvement'

Whereas, The Kenai Peninsula Borough School District is responsible for the management of the funds received from the Federal Government's Title IX program 'to meet the special educational and culturally related academic needs of American Indians and Alaska Natives, so that such students can achieve to the same challenging State Performance Standards expected of all students'

Whereas, The Kenai Peninsula Borough School District is responsible for the management of the funded 'programs of direct assistance for;

- (1) Meeting the special educational and culturally related academic needs of American Indians, and Alaska Natives;
- (2) The education of Indian children and adults;
- (3) The training of Indian persons as educators, and counselors, and others professions serving Indian people;
- (4) Research, evaluation, data collection, and technical assistance.'

Whereas, the Kenai Peninsula Borough School District is responsible for providing assurances to the Federal Government, that funding 'will use the best available talents and resources, including individuals from the Indian community' statistics indicate, 11% of the Kenai Peninsula Borough School District population is Alaska Native or American Indian, but less than 1% of the educators and support staff are Alaska Native or American Indian. It is our conviction that the Kenai Peninsula Borough School District is ethically and morally obligated to actively recruit Alaskan Native and American Indian certified teachers responsible for direct instruction, and other support staff as educators to work directly with our students in their education process, to reflect the percentages of Alaskan Natives students within the school system.

Whereas, on September 22, 2000, the Kenai Peninsula Borough School District Title IX, Indian Education, Parent Advisory Committee unanimously approved a motion to draft a resolution addressing the lack of Alaskan Native and American Indian hire within the Kenai Peninsula Borough School District educational staff to bring Kenai Peninsula Borough School District into compliance with the Title IX law.

COMMUNICATIONS AND PETITIONS
(continued):

Whereas, Kenai Peninsula Borough School District, Title IX, Parent Advisory Committee met on September, 22, 2000 and voted unanimously for a resolution to present to the Kenai Peninsula Borough School District, and the Alaska Federation of Natives, this resolution states:

Therefore Be It Resolved, Kenai Peninsula Borough School District's Title IX Parent Advisory Committee Requests that the Kenai Peninsula Borough School District actively recruit and hire Alaskan Native and American Indian educators, and become an example in effectively 'meeting the special educational and culturally related academic needs of Alaska Native and American Indian students' for which they are responsible,

Now therefore Be It Resolved, The Kenai Peninsula Borough School District, Title IX, Parent Advisory Committee, respectfully requests that the Kenai Peninsula Borough School District commit to Equal Employment Opportunity for Alaska Native and American Indians within the District to adequately reflect the ratio of Alaska Native teachers to the District's Alaskan Native and American Indian student population."

Mr. Matiya noted that Elizabeth Kruzick, Chairperson, and Eric Clock, Co-Chairperson, Indian Education Parent Advisory Committee signed the resolution.

Mrs. Wassilie stated that there is a concern about meeting the needs of Alaskan Native students. She stated that by having Alaskan Native teachers as role models it is helpful to both Native and non-Native students and encourages parents to be more involved in the school. She stated that this issue is very important to the parents of Native children.

Mr. Arness asked if there is a feeling that the District is not an equal opportunity employer. Mr. Matiya stated that the percent of Native teachers is not reflective of the student ethnic population. He stated that there is a feeling that more Alaskan Native educators would help the educational system throughout the state of Alaska, and the District would benefit from certified Alaskan Native teachers.

Mr. Arness asked Mr. Matiya if there is a feeling that the District is actively precluding the hiring of Alaska Native teachers. Mr. Matiya suggested that the District actively recruit American Indians or Alaskan Natives or promote more Alaskan Native students through a career ladder process to lead them to a bachelor of arts degree and a teacher certificate.

Ms. Germano asked whether the District is out of compliance with federal government requirements. Mr. Syverson replied that the District is in compliance.

AWARDS AND PRESENTATIONS:

Ms. Tammie Anderson from British Petroleum Community Relations, Mrs. Suzanne Little and Board members presented commemorative plaques to Jerry Dixon, Bruce Rife, Sheryl Sotelo and Lana Syverson for being chosen as 2000-2001 British Petroleum Teachers of Excellence. Ms. Reneé Henderson was also a recipient but did not attend and will be presented the award by the administration. Ms. Anderson noted that each teacher will receive a \$500 savings bond, a commemorative plaque and an opportunity to visit BP Exploration on the North Slope.

Recess:

At 8:38 p.m., Mrs. Germano called a recess.

Reconvene after recess:

At 8:47 pm., the Board reconvened in regular session.

ACTION

Mrs. Mullins moved the Board suspend the rules and return to the Public Presentations section of the agenda. Mrs. Wassilie seconded.

Motion carried unanimously.

Ms. Rita Smagge, Kenaitze Indian Tribe executive director, read the following, "Resolution 2001-05,

Whereas, the Kenaitze Indian Tribe through its appointed representatives is an actively participating member of the Title IX Indian Parent Advisory Committee of the Kenai Peninsula Borough School District; and;

Whereas, the Kenaitze Indian Tribe strongly believes 'our children are our greatest resource' and successful Native role models in our school system will have an empowering impact on our children and;

Whereas, pursuant to section 9102(b) of the Title IX Act, the Kenai Peninsula Borough School District is responsible for the management of the funded 'programs of direct assistance for;

1. meeting the special educational culturally-related academic needs of American Indians and Alaska Natives;
2. the education of Indian children and adults;
3. the training of Indian persons as educators and counselors and other professions serving Indian people;
4. research, evaluation, data collection and technical assistance.'

Whereas, it is a firm belief of the Kenaitze Indian Tribe that the foregoing state of 'programs or direct assistance' has not been fully implemented particularly in the area of training and hiring of Indian educators; and;

Whereas, on September 22, 2000, the Kenai Peninsula Borough School District Title IX Parent Advisory Committee unanimously approved a motion to draft a resolution addressing the lack of Alaskan Native and American Indian hire within the Kenai Peninsula Borough School District;

Therefore be it resolved, that the Kenaitze Tribal Council through telephone poll conducted on February 16, 2001, unanimously supports Title IX Parent Advisory Committee's motion to draft a resolution addressing a lack of Alaska Native and American Indian hire within the Kenai Peninsula Borough School District and requests that the Kenai Peninsula Borough School District School Board take positive action to commit to equal employment opportunity for Alaskan Native and American Indians within the District to adequately reflect the ratio of Alaska Native teachers to the District's Alaskan Native and American Indian student population. This is signed by Rosalie Tepp, tribal chairperson and Esther Segura, tribal secretary."

PUBLIC PRESENTATIONS (continued): Dr. Anderson asked Ms. Smagge if she was aware of areas where the District has discriminated against anyone in the hiring process and asked for suggestions to attract qualified Alaskan Natives or American Indians. Ms. Smagge stated that the Kenaitze Indian Tribe hired a tutor for Kenai Middle School when they heard that Title IX funding would be cut. She stated that the Tribe would like to hire more tutors to teach Alaskan Native children because they are dropping out of school and parents are choosing to home school their children.

Ms. Germano stated that the Board is concerned about the drop out rate and decreasing enrollment due to home school.

Ms. Penny Card, Salamatof Tribal Council President, stated that she represents the Salamatof Native Association and that the Association and Tribal Council support the resolution that was read into the Board minutes. She stated that the Native student drop out rate is disproportionately high, and that the Alaskan Native inmate population is disproportionately high, and she believes that there is a connection. She noted that the local community has several well-qualified Natives who have not been able to obtain full-time employment in the education field. She added that the Native community is offering grants, scholarships and other support for those who want to become educators. She urged the Board to support the resolution and help provide Native role models within the school system.

Ms. Connie Wirz, Kenaitze Head Start Program director, stated that there are Native teachers in the community who are qualified and are being overlooked for hire. She stated that it is very important for Native children to see successful Native adults in education. She stated that the Kenai Middle School after-school program was designed and implemented by an Alaskan Native teacher who wanted to work for the District but was not hired. She encouraged the Board to make it a priority to hire Alaska Native educators. She thanked the Tribe for financing the after-school program and for writing the Head Start Program grant.

SUPERINTENDENT'S REPORT:

Mr. Syverson announced that Dr. Peterson is attending the National Superintendents' Conference. He reported that Dr. McLain has been working with the state Department of Education and Early Development and the legislature on "targeted and taught skills" and "essential skills required for graduation." He reminded the Board about the joint budget worksession with the Borough Assembly and the School Board beginning at 10:00 a.m. on Wednesday, February 21.

Financial Report:

Mr. Hickey presented the financial report of the District for the period ending January 31, 2001.

BOARD REPORTS:

Mrs. Mullins reported that she attended two community budget hearings. She stated that she appreciates the work that goes into the preparation of the meetings and she expressed concern for the low attendance at the hearings. She reported that she also attended the Administrator Meeting and Borough Space Allocation Committee meeting. She stated that the committee is looking at several buildings to house School District staff.

Mrs. Wassilie stated that she attended the community budget hearings in Homer and Seward and added that she appreciated the fine presentation by Mr. Hickey. She expressed concern for the modest attendance in Seward. She stated that she also attended the Administrator Meeting media training.

BOARD REPORTS (continued):

Mrs. Crawford reported that she attended the Recognition Committee meeting. She stated that it is a pleasure to be able to recognize employees. She stated that she attended a community budget hearing and the media training.

CONSENT AGENDA:

Items presented on the Consent Agenda were AR 3544.1, Vehicle Maintenance, Resignations, Long-Term Substitute Teacher Contract, 2000-2001 Teacher Assignments, Leave of Absence Request – Support, Lease with Seldovia Boys and Girls Club, and Change of Registered Agent/Kenai Peninsula Building Authority, Inc.

- AR 3544.1, Vehicle Maintenance: Mr. Hickey recommended the Board approve a housekeeping revision to AR 3544.1, Vehicle Maintenance. Existing language “associate superintendent – planning, operations and technology” is stricken and replaced with the words “Superintendent or designee.”
- Resignations: Mr. Syverson recommended the Board approve resignations effective the end of the 2000-2001 school year for Wayne G. Clark, social studies, Homer Middle; Olga Timofeeva, English, Kenai Central High; and Everett T. Corbin, physical education/vocational education, Seward Middle/High School.
- Long-Term Substitute Teacher Contract: Mr. Syverson recommended the Board approve a long-term substitute teacher contract for Joellen Fowler, physical education, Soldotna Elementary.
- 2000-2001 Teacher Assignments: Mr. Syverson recommended the Board approve a teacher assignment for the 2000-2001 school year for John DeVolld, Library (temporary) at Mt. View Elementary.
- Leave of Absence Request – Support: Mr. Syverson recommended the Board approve a request for a one-year unpaid leave of absence during the 2001-2002 school year for Deborah Church, school secretary II, Nikiski Middle/High School.
- Lease with Seldovia Boys and Girls Club: Mr. Hickey recommended the Board approve a request for negotiations between the School District, Borough, and Boys and Girls Club to lease a section of the Susan B. English Elementary/High School property.
- Change of Registered Agent/Kenai Peninsula Building Authority, Inc.: Mr. Hickey recommended the Board approve a change of the Registered Agent from John K. Dahlgren to Dr. Donna Peterson for the Kenai Peninsula Building Authority, Inc., which is the nonprofit corporation established to handle the Kenai Central High Vocational house projects.
- ACTION Mr. Arness moved the Board approve Consent Agenda Items Numbers 1 through 7 and that Item Number 10a.(1) be considered separately. Dr. Anderson seconded.
- Motion carried unanimously.
- ACTION Mr. Arness moved the Board approve an amendment to Consent Agenda Item Number 10a.(1) to replace the words “associate superintendent – planning, operations and technology” with the words “Superintendent or designee,” in the last sentence. Dr. Anderson seconded.
- Amendment carried unanimously.
- Amended motion carried unanimously.
- 2001-2002 Administrator Contracts: Mr. Syverson recommended the Board approve a list of administrator and central office contracts for the 2001-2002 school year.
- ACTION Mrs. Crawford moved the Board approve a list of administrator and central office contracts for the 2001-2002 school year. Mrs. Mullins seconded.
- Motion carried unanimously.
- Tentative Tenure Teacher Assignments, 2001-2002: Mr. Syverson recommended the Board approve a list of tentative tenure teacher assignments for the 2001-2002 school year.

ACTION Mrs. Crawford moved the Board approve a list of tentative tenure teacher assignments for the 2001-2002 school year. Mrs. Mullins seconded.

Motion carried unanimously.

BP 5030, School Discipline and Safety and BP 5040, AR 5040, Student Handbook: Dr. McLain recommended the Board approve the adoption of BP 5030, School Discipline and Safety and the revision of BP 5040, AR 5040, Student Handbook. He explained that by January 1, 2001, each Alaskan school district must have a school disciplinary and safety program in place. He noted that the policies found in the Association of Alaska School Boards Policy Reference Manual were updated and revised in October 2000 to meet a district's obligation to have this program in place.

ACTION Mrs. Mullins moved the Board approve BP 5030, School Discipline and Safety and the revision of BP 5040, AR 5040, Student Handbook. Mrs. Crawford seconded.

Ms. Germano asked whether student handbooks could be posted on individual school websites. Mr. White stated that student handbooks could be posted.

Mrs. Wassilie asked if there is a process for reviewing and revising the District's safety program. Dr. McLain replied that there is no specified method for the review and revision of student handbooks other than the three-year requirement. He stated that most schools review their handbooks on an annual basis.

Ms. Germano asked if the word "community" should be replaced by the word "school" in the first paragraph of BP 5030. Dr. McLain reported that the AASB model contains the specific wording included in the packet but that he did not see a problem if the Board chose to change it. Mr. Hickey stated that this language is a derivative of the process used in recent statute development for emergency response planning, and he noted that there may be explicit statutes that should be reviewed prior to making any changes. Ms. Germano stated that the policy mandates something that the District realistically is not going to do.

ACTION Mrs. Mullins moved the Board approve an amendment to BP 5030 to insert the word "school" in place of the word "community" in the last sentence of the first paragraph; to make the same replacement in the second sentence of the second paragraph; and in BP 5040, to insert the sentence, "The student handbook shall also be published on the school web page." She asked for an administrative recommendation concerning her amendment. Mrs. Crawford seconded.

Dr. McLain proposed that posting student handbooks on school web pages be a directive or an administrative regulation. He added that it was an excellent suggestion.

BP 5030, School Discipline and Safety and BP 5040, AR 5040, Student Handbook (continued): Mrs. Mullins retracted language in the amendment to require that student handbooks be posted on school web pages.

Dr. McLain suggested that the student handbook language be included in AR 5030, item Number 3. Mr. Syverson noted that while it is appropriate for schools to post their student handbooks, it might be difficult for them to keep it updated because of the changeover in staff.

Mr. Arness stated that he opposes Mrs. Mullins' amendment and encouraged the Board to postpone action to allow time to consider it. He reminded the Board that the Seward Community acts under one site council group and by approving the Mullins amendment it would force them to separate.

Dr. McLain stated that he would contact Ms. Andi Stone and Ms. Colette Thompson for their interpretation of the language and return with a response at the next Board meeting.

ACTION

Mr. Poindexter moved the Board postpone action on Item Number 10d. until the next meeting. Mr. Arness seconded.

Motion to postpone carried unanimously.

BP 5144, Discipline – Corporal Punishment:

Dr. McLain recommended the Board approve revisions to BP 5144, Discipline – Corporal Punishment. He stated that the revision brings the District policy into compliance with state law and regulation. He stated that the new state laws exclude certain reasonable and necessary physical restraints from the definition of corporal punishment and obligates teachers or other employees responsible for students who, during the course of employment, observe a student committing a crime to report the crime to the local law enforcement.

ACTION

Mrs. Crawford moved the Board approve revisions to BP 5144, Discipline – Corporal Punishment. Mr. Poindexter seconded.

Motion carried unanimously.

**Early Readmission of Expelled Student:
ACTION**

Mr. Arness moved the following: "that the Kenai Peninsula Borough School District Board of Education allow early readmission from a school expulsion for student H. F. Student H.F. will be eligible for early readmission effective February 20, 2001. The school administration will work with the student, parent/guardian, counselors and therapists to construct an appropriate schedule and set of classes for H.F.

During the remaining term of the original expulsion, compliance with all original conditions of early readmission will be monitored by school administration. Failure to follow those conditions may result in immediate reinstatement of original expulsion. Such reinstatement may be implemented by the superintendent or her designee without Board action." Mrs. Mullins seconded.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 4132, 4232, 4332, Publication or Creation of Materials; BP 3522.6, Violent and Aggressive Conduct; BP 3522.5, Campus Disturbances; BP 1313, Willful Disruption of the School; and BP 3313, Contracts, Leases and Agreements.

PUBLIC PRESENTATIONS:

Mr. Chris Moss, assembly member, asked when the Board would consider Item Number 9, Approval of KPSAA Homer Baseball decision. Ms. Germano explained that the item was removed from the agenda.

BOARD COMMENTS:

Mrs. Wassilie stated that she visited Cooper Landing Elementary and observed Ms. Cheryl Sotelo's classroom, multi-age classrooms in operation, and a Battle of the Books competition. She reported that she visited Seward Elementary and noted that the local ministerial association is assisting with a breakfast program. She stated that she also observed the school science fair and added that a lot of learning goes into producing a science fair project. She urged those present to attend the community production of *Annie* in Seward and added that the play involves many District students.

Miss Hart stated that she was impressed with the Kenai Middle School presentation. She congratulated Mrs. Syverson for being selected as one of the BP Teachers of Excellence and added that it was a privilege to have had her for a teacher. She reported that she will go to Juneau this weekend to participate in the AASB Legislative Fly-In.

Dr. Anderson stated that he too was impressed with the quality of teachers receiving BP Teachers of Excellence awards. He stated that Mr. Meacham, Redoubt Elementary principal, suggested that the Board consider bringing back expert retired teachers to teach advanced placement classes.

Mrs. Crawford thanked Ms. Trena Richardson for inviting her to be a part of their transportation unit. She explained that K-Beach Elementary kindergarten and first grade students and their parents constructed planes, trains and automobiles and displayed them during a school parade and assembly. She urged those present to see the community production of the *Music Man*. She thanked Kenai Middle School for their presentation.

Mr. Arness questioned language included in the first reading of BP 3313. He stated that the second sentence of the first paragraph states, "All contracts must be approved or ratified by the School Board." He asked the Board if they agreed with that statement and noted that past practice has been that the superintendent or designee enters into contracts. Mr. Syverson and Mr. Hickey stated that they would review the language. Mr. Arness suggested the Board consider adding an item on the agenda to invite persons or groups with opposing viewpoints.

Mrs. Mullins thanked Kenai Middle School for their report. She thanked the Kenaitze Indian Tribe for funding a tutor. She thanked the parents from Nikiski Middle/High for their presentation. She congratulated those who received BP Teachers of Excellence awards and thanked BP for recognizing the teachers' contributions. She reported that she will travel to Juneau on February 23 to talk to the legislature about the funding situation on the Peninsula. She commented favorably on the use of recycled paper for the Board's note pads.

Ms. Germano echoed comments from other Board members regarding the Kenai Middle School report and BP Teachers of Excellence awards. She stated that she is pleased that the wrestling season issue was agreed upon. She acknowledged the student art currently displayed in the Assembly Chambers. She asked Board members to sign up to attend the Long Range Planning community presentations.

BOARD COMMENTS (continued):

Ms. Germano announced that the Board will form a committee to consider outsource funding of student activities. She stated that the committee will be comprised of two people from KPSAA, two Board members, a central office representative and two community members.

ADJOURN: At 9:41 p.m., Mr. Arness moved the School Board Meeting be adjourned.
Mrs. Mullins seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Mrs. Debra Mullins, Clerk

The Minutes of February 19, 2001,
have not been approved as of
February 21, 2001.

February 27, 2001

M E M O R A N D U M

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Patrick Hickey, Assistant Superintendent

Subject: Kenai Peninsula Borough School District Budget for Fiscal Year
2002

You were presented with the second draft of the FY02 budget at the work session of February 19, 2001. This draft of the budget represents the best information available relative to funding for FY02 and is presented for your consideration for adoption.

March 5, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Teacher Assignments/2000-01 Item – 10a (1)

It is recommended that the following teacher assignments be approved for the 2000-01 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Seward, AK	Christopher Lau	BA	California Lutheran University	English	English	2 KPBSD 1 AK	Temporary, full time Generalist at Spring Creek School
Soldotna, AK	Sheryl Cook	BS	Rocky Mountain College	Psychology/Ed Sciences	Social Studies - Psychology	===	Temporary, full time Middle School Coordinator at Kenai Middle School

March 5, 2001

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Human Resources
SUBJECT: Approval of Request for an Unpaid Leave of Absence /Support -Item - 10a (2)

It is recommended the following request for a one year unpaid leave of absence be approved:

Tom Hindman

Custodian I

Nikiski Middle/Sr.

(Effective 3/5/01 to 3/5/02)

March 5, 2001

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Human Resources
SUBJECT: Approval of Substitute Teacher Contract - Item 10a (3)

The Administration recommends the following substitute teacher contract be approved:

Susan Hatch	Special Ed/Resource	North Star Elementary
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March 5, 2001

MEMORANDUM

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Resignation - Item 10a (4)

It is recommended the following resignation be approved effective the end of the 2000-01 school year:

Lloyd M. Tappana Science/Photography Soldotna High

February 27, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **Bond Package Project Designers**

Alaska Statute 14.14.060(e) reads:

e) The borough school board is responsible for the design criteria of school buildings. To the maximum extent consistent with education needs, a design of a school building shall provide for multiple use of the building for community purposes. Subject to the approval of the assembly, the school board shall select the appropriate professional personnel to develop the designs. The school board shall submit preliminary and subsequent designs for a school building to the assembly for approval or disapproval; if the design is disapproved, a revised design shall be prepared and presented to the assembly. A design or revised design approved by the assembly shall be submitted by the board to the department in accordance with [AS 14.07.020](#) (a)(11).

As has been the past practice with new school construction and in accordance with Sec. 14.14.060 (Administration of Public Schools), the School Board has reviewed administrative recommendations regarding consultant, architect selection and design document development prior to submitting to the Assembly for their approval.

Shortly, it is anticipated quite a number of Requests for Proposals will be advertised related to the many projects involved with the sale of general obligation bonds of which the majority are of a major maintenance and building rehabilitation category.

The administration respectfully recommends the Board authorize the Borough Assembly to directly award services for consulting and design document development to avoid the need for revisiting each individual project.

March 5, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: 2000-01 Administrator Assignment - Item 10b

The has completed interviews for the following position and will have a recommendation to deliver at the March 5, 2001 meeting:

Director - Curriculum and Assessment Central Office

March 5, 2001

MEMORANDUM

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Request for Sabbatical - Item 10c

Because there is a month between Board meetings, the Administration would like to present a request for sabbatical on the evening of March 5, 2001 pending KPEA review.

February 5, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **BP4132 Revision**

The district administration asks that the revision to BP4132 be approved as submitted. New text is in bold. No existing language has been stricken. This policy is modified from the AASB template to protect district interests in the manner typically found in industry.

All Personnel
Publication or Creation of Materials

BP4132 / 4232 / 4332

The School Board recognizes that district employees and students may create copyrightable materials either at work, at home, or both at work and at home. The development of copyrightable materials during, or in part during, the work/school day must be approved by the Superintendent or designee. However, the Superintendent or designee's approval or lack of approval shall not affect the district's ownership of copyrights for materials developed during work/school hours.

Materials written or developed by an employee or student during the normal work/school day, **or with district assets and resources**, are considered district property. (17 United States Code 201)

Materials developed during both work/school and leisure hours are owned jointly by the employee/student and the district. In such cases, the Superintendent or designee shall ensure that a contractual agreement is made, clarifying the joint ownership. A partnership entity may be created to hold the copyright on behalf of both parties.

The Board may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district.

(cf. 6126.6 – Use of Copyrighted Materials)

Legal Reference:
FEDERAL COPYRIGHT LAW
17 U.S.C., 201 and 201(a)

February 5, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **BP3522.6 Adoption**

The district administration asks that the board adopt BP3522.6 as submitted. This policy was developed through AASB in response to Alaska statutes related to safe school environments.

BP 3522.6

School Safety and Security

Violent and aggressive conduct

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action. The Superintendent or designee shall develop procedures for the reporting of violent and aggressive behavior to appropriate law enforcement authorities.

(cf. 3520 – School Safety and Security)

(cf. 5142 - Safety)

Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs.

(cf. 1531.1 - Bus Conduct)

(cf. 3522.5 - Campus Disturbances)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5136 – Gangs)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Legal Reference:

Gun-Free Schools Act of 1994, 20 U.S.C. 8921

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et. seq.

ALASKA STATUTES

11.41.100 – 11.41.530 Offenses Against the Person

11.61.210 Misconduct involving weapons in the fourth degree

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 – 4 AAC 07.900 Student Rights and Responsibilities

February 5, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **BP3522.5 and AR3522.5 Adoption**

The district administration asks that the board adopt BP3522.5 and AR 3522.5 as submitted. This policy and regulation were developed through AASB in response to Alaska statutes related to safe school environments.

BP 3522.5

School Safety and Security

Campus Disturbances

The School Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that incite racial conflict, student protests, or confrontations.

The Superintendent or designee shall establish at each school a disturbance response plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action.

(cf. 3520 – School Safety and Security)

(cf. 5136 - Gangs)

(cf. 5144 - Discipline)

AR 3522.5

School Safety and Security

Campus Disturbances

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response

plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
 - a. Inform the police
 - b. Secure police assistance
 - c. Give the police responsibility for a specific crisis situation
5. Procedures for the orderly dismissal of school when authorized by the Superintendent or designee.

Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

February 5, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **BP1313 Adoption**

The district administration asks that the board adopt BP1313 as submitted. This policy was developed through AASB in response to Alaska statutes related to safe school environments.

BP 1313

Community Relations

Willful disruption of the school

The School Board recognizes that parents, legal guardians, and other adults may misunderstand or disagree with the policies of the District or the actions of its employees. The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District's complaint procedures.

In resolving such concerns, a safe and orderly learning environment in which teachers can teach and students can learn must be maintained. The School Board does not condone having its employees subjected to name calling, defamation or character, threats, or coercion of any kind. Adults who violate these standards of conduct shall be instructed to conduct themselves in a proper manner or to leave school district property. Should an individual refuse to follow these instructions in a prompt and orderly manner, the Superintendent, principal, or designee, is authorized to call law enforcement agencies for assistance to have the individual removed and charges may be filed for willful disruption of the school. Other charges which are applicable may also be filed at the discretion of the administrator.

(cf. 1260 – Visits to the Schools)

(cf. 3520 – School Safety and Security)

(cf. 3522.3 – Intruders on Campus)

(cf. 1312 – Public Complaints Concerning the Schools)

(cf. 1312.1 – Public Complaints Concerning School Personnel)

(cf. 3522.5 – Campus Disturbances)

Legal Reference:

ALASKA STATUTES

AS 11.61.110 Disorderly Conduct

AS 11.61.120 Harassment

Memo To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Patrick Hickey, Assistant Superintendent

Date: February 27, 2001

Re: Second Reading, BP 3313–Contracts, Leases and Equipment

This revision to BP 3313 adds contracts, legal review of contracts, leases, and agreements where appropriate and includes a nondiscrimination clause. New text is indicated by boldface font.

District administration recommends approval of this revision to BP 3313.

ns

KPBSD Policy Manual

BP 3313(a)

Business and Noninstructional Operations

[Contracts,] Leases AND Agreements

[The Superintendent or designee may enter into contracts, leases and agreements on behalf of the district.]

[Contracts, leases and agreements between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, leases and agreements, where appropriate, shall be submitted to the legal advisor of the district for review and approval.]

[The district shall not enter into any contract, lease or agreement with a person, agency or organization if it has knowledge that such a person, agency or organization discriminates

on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.]

The district shall enter into [**contracts,**] leases or agreements to obtain equipment, real estate, and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. Typical leases or agreements include, but are not limited to,:

Leases of private real estate for use as temporary school facilities, teacherages, or storage.

Leases of technology such as copier equipment, telephone systems, or computers.

Long-term service agreements for public utilities.

Contracts over \$5,000 but less than \$15,000 require, when practical, informal proposals from a minimum of three (3) vendors.

Contracts over \$15,000 require, when practical, formal proposals from three (3) or more vendors. All appropriate vendors on the approved vendor list shall be given the opportunity to submit a proposal.

The Superintendent or designee shall provide the Board a quarterly report of [**contracts,**] leases or agreement entered into. The report shall include the number of respondents, successful vendor and the dollar amount of the successful bid.

The Superintendent or designee shall manage the award or rejection of [**contracts,**] leases or agreements.

KPBSD shall not purchase from or enter into agreement with any individual or firm who fails to file or is delinquent in their payment of any borough real property, personal property, or sales tax.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

(cf. 3300 – Expenditures/Expending Authority)

(cf. 0410 – Nondiscrimination in District Programs and Activities)

(cf. 9270 – Conflict of Interest)

(cf. 4030 – Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 27.100 Contractor's duties

4 AAC 31.065 Selection of designers and construction managers

4 AAC 31.080 Construction and acquisition of public school facilities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____